

Harry } FYI

Item 21 which Chuck cites includes projects like SAFE, CAMS, MERCURY, wherein files were sent to ODDA but not initiated by us. If a specific project were initiated by this office, it would be covered under item 21 as to file disposition. The 28.5 volume noted are files on our proprietaries that will be sent to record center.

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RECORDS CONTROL SCHEDULE		CLASSIFICATION SECRET	OLD SCHEDULE NO(S).	REVISED SCHEDULE NO. 30-83
DIRECTORATE/OFFICE Office of the Deputy Director for Administration			DATE OF OLD SCHEDULE(S)	
OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CU. FT.)	DISPOSITION INSTRUCTIONS
30-76 Items 1a, 2 & 25  NEW	1	<u>Policy Files.</u>  Subject files, not covered elsewhere in this schedule, pertaining to the establishment and organization of components; planning, management, policies, procedures, analyses, surveys, and narrative histories which document their mission and functions; coordination of activities, projects, and programs of the organization; and support provided to other components.  a. Organizational records. Official organization charts, narrative histories, and related records which document the organization and functions of the Agency. (History Staff is the office of record for published histories.)  (1) Office level and above. (1946 to present)  (2) Below Office level.  b. Planning document files. Correspondence, directives, documentation, background papers, progress reports, and other materials relating to planning papers, MBO, programs, and projects.	257/ 10	PERMANENT. Transfer to AARC when no longer needed for current operations. (Deviates from GRS 16-13)  TEMPORARY. Destroy when superseded or obsolete.   WARNING NOTICE - INTELLIGENCE SOURCES OR METHODS INVOLVED
THIS DOCUMENT IS CLASSIFIED SECRET IN THE AGGREGATE - INDIVIDUAL PORTIONS ARE UNCLASSIFIED/FOR OFFICIAL USE ONLY EXCEPT AS MARKED				

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
	1b	<p>(1) Studies requested by OMB, DCI, or Directorate on objectives, activities, and planning papers.</p> <p>(a) Office level and above. (1983 to present)</p> <p>(b) Below Office level.</p> <p>(2) Emergency Planning Files. Records accumulating from the formulation and implementation of plans (such as evacuation plans) for continuity of operations and protection of life and property during emergency conditions.</p> <div style="border: 1px solid black; height: 40px; width: 300px; margin: 10px 0;"></div> <p>Planning Staff, Office of the Executive Director, for Agency-level.)</p> <p>(a) Emergency planning administrative files. Correspondence relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule.</p> <p>(b) Emergency directives reference files. Copies of plans and directives, other than those maintained in case files.</p>	SECRET	0/.1	<p>PERMANENT. Cut off at end of each fiscal year, hold in current files area for 2 years, then transfer to AARC.</p> <p>TEMPORARY. Destroy when 2 years old or no longer needed for reference, whichever is later.</p> <p>TEMPORARY. Destroy when 2 years old. (Complies with GRS 18-27)</p> <p>TEMPORARY. Destroy when superseded or obsolete. (Complies with GRS 18-29)</p>

30-76  
Item 24

NEW

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
NEW	1b(2)	(c) Directorate of Administration emergency planning files. Files accumulated from the formulation and implementation of Directorate emergency plans for local emergencies, i.e., fire, weather, etc., and the Directorate contribution to Agency or National emergency plans. (Office of the DDA is the office of record.) (1983 to present)		0/.2	PERMANENT. Transfer to AARC when no longer needed for current activities.
NEW		(3) Documents concerning miscellaneous programs, projects, and planning.			TEMPORARY. Destroy when 2 years old or no longer needed for reference, whichever is later.
		c. Periodic significant activity reports files. Periodic reports of significant activities prepared or received by a component, not covered elsewhere in this schedule.			
NEW		(1) Office level and above. (Originating office is the office of record.) (1983 to present)		0/.2	PERMANENT. Cut off at end of each calendar year, hold in current files area for 1 year, then transfer to AARC.
NEW		(2) Below Office level.			TEMPORARY. Destroy no later than 2 years after cutoff. Cut off at end of each calendar year, hold in current files area for up to 2 years, then destroy.
30-76 Item 7		(3) Duplicate copies of reports at all levels.			TEMPORARY. Destroy when no longer needed.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION  SECRET	VOLUME	DISPOSITION INSTRUCTIONS
30-76 Item 22	1	d. Office of Inspector General reports and surveys. Reports and related correspondence produced in connection with audits or surveys of Agency components, projects, stations, bases, and other activities. (Office of Inspector General is the office of record.)			TEMPORARY. Destroy 3 years after cutoff date of audit or survey.
NEW		e. Index to subject files and other official file systems.			Hold or destroy in accordance with approved Agency disposition instructions for the corresponding files. Review annually.
	2	<u>Directives Files (Regulatory Issuances).</u>  Agency regulations, notices, and handbooks, Directorate issuances, Office and Division issuances; other government agency regulatory issuances (OMB, GSA, NARS, etc.); working papers and background material; comments, studies, analyses, and interim reports. (RCD/OIS is the office of record for Agency issuances.)			
30-76 Item 5a		a. Case files of directorate-level and below regulations, policy notices, handbooks, and similar items. Files consist of all papers related to the history of each issuance and a copy of final printed issuance.			
NEW		(1) Office level and above. (1954 to present)		.5/.01	PERMANENT. Transfer to AARC when no longer needed in current files area.
		(2) Below Office level.			TEMPORARY. Destroy when superseded or obsolete.
30-76 Items 5b&c		b. Duplicate copies of issuances originated at all levels held for reference purposes.			TEMPORARY. Destroy when superseded or obsolete. Return empty binders for Agency regulations to RCD/OIS when no longer needed.

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OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
	4	<u>Appropriations and Budget Files.</u>  Agency budget records are normally created at all levels of Agency organization. Includes files accumulated in the preparation of the annual budget, such as budget estimates, allotment authorizations, analyses, requests, obligations, transactions, and related papers.			
NEW		a. Correspondence or subject files documenting policy and procedures governing budget administration, which reflect policy decisions affecting expenditures for component or Agency programs.		0/0	PERMANENT. Cut off at end of the fiscal year to which the budget applies, hold in current files area for 2 years, then transfer to AARC. (Complies with GRS 5-1)
30-76 Item 19a		b. Budget estimates and justification files, including copies of appropriation language sheets, narrative statements, and related data in support of component activities. (Office of Comptroller is the office of record.)			TEMPORARY. Destroy 2 years after cutoff. Cut off at end of the fiscal year to which the budget applies, hold in current files area for 2 years, then destroy.
NEW		c. Correspondence files pertaining to routine administration, internal procedures, and other matters related to the budget.			TEMPORARY. Destroy when 2 years old. (Complies with GRS 5-3)
30-76 Items 19c-e		d. Background records, working papers, cost statements, rough data accumulated in the preparation of annual budget estimates, and originating component's copies of reports submitted to budget offices.			TEMPORARY. Destroy 1 year after close of the fiscal year to which the budget applies. (Complies with GRS 5-4)
NEW		e. Periodic reports on the status of appropriation accounts and apportionment.  (1) Annual report.  (2) All other reports.			TEMPORARY. Destroy when 5 years old. (Complies with GRS 5-5a)  TEMPORARY. Destroy 3 years after close of the fiscal year. (Complies with GRS 5-5b)

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
NEW	4	f. Budget apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.			TEMPORARY. Destroy 2 years after close of the fiscal year. (Complies with GRS 5-6)
	5	<u>Information and Records Management Files.</u>  Files pertaining to policies, procedures, and systems for information handling and for the creation, processing, filing, and disposition of records.			
NEW		a. Records management files. Reports, correspondence, authorizations, techniques, and related records concerning the development and improvement of the management of records in the component. Includes the management of correspondence, reports, forms, directives, automatic data processing records, mail, files, filing equipment and supplies, word processing, audiovisual records, records disposition, vital records, national security information, micrographics, copiers, and the Agency Archives and Records Center not covered elsewhere in this schedule. (Records Systems Branch, RMD/OIS, is the office of record.)			TEMPORARY. Destroy when 6 years old, or when superseded, obsolete, or no longer needed for reference, whichever is sooner. (Complies with GRS 16-11)
NEW		b. Records holdings files. Statistical reports of Agency records holdings required by GSA, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer. (Records Systems Branch, RMD/OIS, is the office of record.)			TEMPORARY. Destroy when 1 year old. (Complies with GRS 16-6b)



OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
30-76 Items 10	5	c. Records disposition files. Basic documentation of records description and disposition programs. Working copies of Records Control Schedules (Forms 139 and 139a), Request for Records Disposition Authority (SF-115), Vital Records Schedules (Forms 829 and 829a), Records of Deposit (Forms 140, 4034A, and 3940A) by the component to the Agency Archives and Records Center (AARC), and disposition authorizations (Forms 141b and 141c). (Records Systems Branch, RMD/OIS, is the office of record.)			TEMPORARY. Destroy when superseded, obsolete, or no longer needed for administrative or reference purposes.
NEW		d. "Questionable" records. Relating to actual or impending litigation or to matters under investigation by the Department of Justice or Congress. Identified to the Office of General Counsel (OGC) on Form 141c or included on the OGC-Office of Legislative Liaison Records Retention Requirements List.			Hold or destroy in accordance with approved Agency disposition instructions for the records, or when litigation or investigation requirement has ended, whichever is later.
NEW		e. Vital records files.  (1) Signed copies of VR deposit slips (Form 620). (AARC maintains the record copy of the Form 620 as verification of deposits, and for use as reference and locating media.)  (2) Working copies of Vital Records Schedules (Forms 829 and 829a). (Records Systems Branch, RMD/OIS, is the office of record.)			TEMPORARY. Destroy when records described on form are removed from AARC.  TEMPORARY. Destroy when superseded by a later schedule.
NEW		f. AARC service requests. Paper copies of Form 490k, used by components not having on-line access to the Records Center and Archives Management System (RAMS).			TEMPORARY. Destroy upon receipt of requested records.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
NEW	6	<u>Speeches, Lectures, Briefings Files.</u>			
30-76 Item 12		a. Mission-related presentations made by senior officers of the component to a higher level organization, the Comptroller, Congress, and similar groups. Consist of manuscripts and audiovisual records used in the presentation.		0/0	PERMANENT. Transfer to AARC when no longer needed in current files area. (Deviates from GRS 14-1)
		b. All other materials used for presentations including extra copies of scripts and audiovisual records.			TEMPORARY. Destroy when obsolete or no longer needed for current activities.
NEW	7	<u>Research and Development Files.</u>			
		Files created while conducting analytical, technical, and scientific research and development activities in order to develop new concepts, techniques, equipment, and materials, or modify those in existence. The records relate to such phases of research and development as the establishment of requirements and preliminary characteristics, experimentation, design, engineering, modification, testing, and acceptance.			
		a. R&D program files. Program documents, schedules, and correspondence maintained by offices responsible for execution, review, and analysis of Agency research and development programs, and relating to the general planning and supervision of the programs.		0/0	PERMANENT. Screen inactive or completed program files, destroy transitory and nonrecord material, then transfer remaining records to AARC. (Complies with GRS 19-1)

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
	7	<p>b. R&amp;D project case files. Records maintained at the laboratory or comparable level, reflecting a complete history of each project from initiation through research, development, design, and testing, to completion. They include (when created by Agency personnel or received from contractors) procurement files, consisting of a copy of each contract or agreement for research services with related modifications, changes, or addenda; project authorization documents; project cards; technical characteristics; test and trial results; drawings, specifications, and photographs considered to be essential to document design, modifications, and engineering development; technical and progress reports; notice of completion or cancellation; reference to the location of prototype models, films, or other items too bulky for inclusion in these files; and correspondence influencing the course of action taken on a project.</p> <p>c. R&amp;D general correspondence files. Correspondence of general administrative or housekeeping nature (exclusive of papers containing scientific or technical data), maintained by offices other than those referred to in Item 7a, above.</p>		0/0	<p>PERMANENT. Upon completion of project, screen case files, destroy transitory and nonrecord material, then transfer remaining records to AARC. (Complies with GRS 19-3)</p> <p>TEMPORARY. Destroy when 2 years old. (Complies with GRS 19-9)</p>
	8	<p><u>Administrative Files.</u></p> <p>Files pertaining to routine administration and support, not covered elsewhere in this schedule.</p>			

OLD SCHEDULE AND ITEM NO(S).	NI IT NO.	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
30-76 Item 1b	8	a. Office level and above.	SECRET	TEMPORARY. Destroy no later than 5 years after cutoff. Cut off at end of each calendar year, hold in current files area for up to 2 years, transfer to AARC for a total period not to exceed 5 years after cutoff, then destroy. (Deviates from GRS 23-1)
30-76 Item 26		b. Below Office level.		TEMPORARY. Destroy no later than 2 years after cutoff. Cut off at end of each calendar year, hold in current files area for up to 2 years, then destroy. (Deviates from GRS 23-1)
30-76 Item 15a	9	<u>Personnel Files.</u>  Files maintained for administration of component personnel.  a. Supplemental personnel (soft) files. Correspondence, memoranda, forms, and other records relating to positions, authorizations, and pending actions; copies of position descriptions; requests for personnel action; and records on individual employees duplicated in or not appropriate for the official personnel folder. (Office of Personnel is the office of record.) (Published in the <u>Federal Register</u> , Notification of Systems of Records, Privacy Act of 1974. The <u>Federal Register</u> must be amended if this system is changed or discontinued.)		TEMPORARY. After intra-Agency transfer, resignation, or retirement, screen folder immediately, transfer to OP items that should be in the official personnel file. Process files as follows: Intra-Agency transfer, forward to gaining office. Retirement from Agency, hold up to 18 months, then destroy. Resignation from Agency, hold up to 6 months, then destroy. (Deviates from GRS 1-18)

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
30-76 Item 15b	9	b. Consultant and contract employee files. Justifications, contracts, memoranda, and administrative material. The sponsoring office is responsible for maintaining the official file until the contract is terminated and the file is transferred to OP/Contract and Allowance Division (CAD). (Office of Personnel is the office of record.)	SECRET		TEMPORARY. Upon termination of contract, screen files, destroy transitory and nonrecord material, then transfer remaining material to OP/CAD. (HHB 20-12, 15a(1)(7))
NEW		c. Applicant files. Duplicates of notes, forms, and related material necessary in processing an applicant. (Office of Personnel is the office of record.)			TEMPORARY. Destroy immediately upon cancellation of processing. If applicant is hired, transfer to supplemental personnel (soft) file.
NEW		d. Personnel control records. Employee record cards (Form 642, Central Emergency Locator Records), position inventories, table of organization reports, changes, authorizations, staffing complements, and other card collections and computer listings. (Office of Personnel is the office of record.)			TEMPORARY. Destroy when superseded, obsolete, or no longer needed, except Form 642. When revised, forward original to OP to make changes, destroy hold copy when revised form is returned and filed, transfer to gaining office upon intra-Agency transfer, to OP upon separation.
30-76 Items 16d, 17a & 17b		e. Files relating to the general administration and operation of personnel functions. Duplicates of personnel policy, programs, procedures, regulations, position descriptions and classifications, staffing complements, personnel status reports, and personnel actions.			TEMPORARY. Destroy when superseded, obsolete, or revised.
		f. Career Service Board and Panel files. Documentation and administration of the Career Service promotion and assignment program. Copies of memoranda, evaluations, career board actions, training recommendations, and other documents relating to careerists. Used in career management and personnel administration. Filed by grade level or date of panel meeting.			

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
30-76 Item 16a	9f	(1) Career Service, Sub-Group, and Panel files.		1/.12	PERMANENT. Cut off at end of each calendar year, hold in current files area for up to 5 years, then transfer to AARC.
NEW		(a) Official records of the Career Service and Sub-Group Boards and Panels, including the minutes of meetings, correspondence, and other papers which reflect policies and actions taken by the Boards and Panels. Files are maintained by the Executive Secretary and filed chronologically. (1952 to present)			
NEW		(b) Written report of the findings of the Boards and Panels, prepared for the use of the Head of the Career Service or Sub-Group; it is primarily the official record of rankings and promotion recommendations.			TEMPORARY. Destroy 3 years after panel action. (HR 20-21)
NEW		(c) Working papers of the Career Service and Sub-Group Boards and Panels. Board and Panel consensus worksheets and informal records of proceedings as recorded by the secretary.			TEMPORARY. Destroy records of proceedings and worksheets for Category I, II, and III employees no later than 1 year after panel action. Destroy worksheets for Category IV employees 3 years after panel action. (HR 20-21)
30-76 Item 16c		(d) Informal notes and worksheets of individual panelists.			TEMPORARY. Destroy immediately after panel action. (HR 20-21)
		(e) Ranking books. Copies of biographic profiles and performance appraisal reports for Career Service personnel. Filed by grade level GS-08 through GS-15. Three sets maintained for ranking purposes.			TEMPORARY. Destroy when employee resigns or retires from the Agency or is separated from the Career Service.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION  SECRET	VOLUME	DISPOSITION INSTRUCTIONS
30-76 Item 16b	9f	(2) Duplicates of staffing complements, staffing patterns, TO's, position control registers, position descriptions, machine listings of positions, personnel, language rosters, and other personnel management categories. Maintained by subject category.			TEMPORARY. Destroy when superseded or no longer needed.
30-76 Item 17c		g. EEO general files. General correspondence and copies of regulations with related records. EEO Committee meeting minutes and reports.			TEMPORARY. Destroy when 3 years old or when superseded or obsolete, whichever is sooner. (Complies with GRS 1-26g)
NEW		h. Employee suggestion files. Duplicates of correspondence relating to employee suggestions, evaluations, and recommendations. (Agency Suggestion and Achievement Awards Committee, OP, is the office of record.)			TEMPORARY. Destroy when 2 years old. (Complies with GRS 1-12)
NEW		i. Personal "Hold" files. Personal records held for personnel going overseas. These records cannot be kept at home or carried overseas because they would tend to associate the person with the Agency. (The records do <u>not</u> include original copies of wills or any other items that should be retained in a safe deposit box or attorney's office because they have legal effect or could require action in the absence of the person. The records also do <u>not</u> include working papers related to substantive job responsibilities, which are included in Item 18b of this schedule.) The records are wrapped, and the person's name and approximate date of return is printed on the wrapper. A notice is placed in the front of the person's supplemental personnel (soft) file, showing the location of the material and, if the material is in AARC, the job number.			TEMPORARY. Hold in current files area until employee returns, or transfer to AARC, review every 3 years, and recall when employee returns.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION  SECRET	VOLUME	DISPOSITION INSTRUCTIONS
	10	<u>Training Files.</u>  Material on various training programs and courses conducted or sponsored by component, OTE, other Agency components, or external organizations. Course descriptions, outlines or lesson plans, schedules, announcements, applications and authorizations, student rosters, evaluations, correspondence, training aids, and other supporting material, including official individual training records.			
NEW		a. Internal training. Duplicates of information pertaining to internal Agency-sponsored training programs and courses. (Office of Training and Education is the office of record.)			TEMPORARY. Destroy when superseded or obsolete.
30-76 Item 18		b. External training. Duplicates of information pertaining to non-Agency training programs and courses. (Office of Training and Education is the office of record.)			TEMPORARY. Destroy when superseded or obsolete.
NEW		c. Training aids. Duplicates of manuals, syllabuses, textbooks, and other aids developed by the Agency. (Office of Training and Education is the office of record.)			TEMPORARY. Destroy when superseded or obsolete.
NEW		d. Employee training. Duplicates of correspondence, memoranda, reports, training completion Form 1049, and related records. (Office of Training and Education is the office of record.)			TEMPORARY. Destroy when superseded or obsolete.



OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION <b>SECRET</b>	VOLUME	DISPOSITION INSTRUCTIONS
NEW  30-76 Item 51	10	e. Component courses. Lesson plan, course outline, course content material, and audiovisual aids. (Sponsoring component is the office of record.)  (1) Mission-related courses.  (2) All other courses.		0/0	PERMANENT. Transfer to AARC when no longer needed in current files area.  TEMPORARY. Destroy no later than 1 year after course is discontinued.
NEW  30-76 Item 20	11	<u>Travel and Transportation Files.</u>  Files pertaining to employee official travel or shipment of goods, maintained for administrative use. Includes copies of correspondence, travel orders, requests for advances, travel vouchers, memoranda, staff studies, and travel logs. (Office of Finance is the office of record.)  a. Employee travel. Duplicates of records, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by employees, dependents, or others authorized by law to travel.  b. Duplicates of records relating to shipment of freight or household goods, including bills of lading and supporting documents.  c. General travel and transportation files. Correspondence, forms, and related records pertaining to Agency travel and transportation functions, not covered elsewhere in this schedule.			TEMPORARY. Destroy when 3 years old. (Complies with GRS 9-4)  TEMPORARY. Destroy when 3 years old. (Complies with GRS 9-1b)  TEMPORARY. Destroy when 2 years old. (Complies with GRS 9-5a)

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION  SECRET	VOLUME	DISPOSITION INSTRUCTIONS
NEW	12	<u>Security Files.</u>  Physical and personnel security files. (Office of Security is the office of record.)  a. Correspondence, memoranda, reports, and related material pertaining to security in component. Includes requests for equipment approval, special badges and clearances, and related matters.  b. Security violation records.  c. Personnel security clearance status files.  d. Security Check Sheet files. Forms 108, 109, and other forms used for security checks on equipment and areas containing, or providing access to, classified information.			TEMPORARY. Destroy when 2 years old. (Complies with GRS 18-9, GRS 18-22)  TEMPORARY. Destroy 2 years after completion of final action or when no longer needed, whichever is sooner. (Complies with GRS 18-25b)  TEMPORARY. Destroy when superseded or obsolete. (Complies with GRS 18-24)  TEMPORARY. Destroy when completely filled in. (Deviates from GRS 18-19b)
30-76 Item 4b	13	<u>Information Accounting and Control Files.</u>  Used to control the movement of all mail and correspondence. (Use Item 13j, "Control, finding, and maintenance records," of this schedule when these files serve as master indices to official file systems having longer retention value.)  a. Top Secret collateral document accounting control files, excluding Restricted Data.			TEMPORARY. Destroy 5 years after the documents shown on the accounting record are downgraded, transferred outside the control area, or destroyed. (Complies with GRS 18-6a)

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
NEW	13	b. Top Secret cover sheets (collateral). (ITB/OIS is the office of record.)			TEMPORARY. Transfer to Agency Top Secret Control Officer, ITB/TSCADS, when the document is downgraded, destroyed, or transferred outside the Agency.
30-76 Item 4h		c. Top Secret and below Codeword and Restricted Data document accounting control files.			TEMPORARY. Destroy 5 years after the documents shown on the accounting record are declassified, transferred outside the control area, or destroyed.
30-76 Item 4i		d. Secret and below collateral document accounting records, excluding Restricted Data.			TEMPORARY. Destroy 2 years after cutoff. Cut off at end of each calendar year, hold in current files area for 2 years, then destroy. (Complies with GRS 18-5)
30-76 Item 4g		e. Document Receipts and Pouch Manifest forms used as document receipts with authorized recipient's signatures for classified information.			TEMPORARY. Destroy when 2 years old. (Complies with GRS 18-3)
30-76 Item 4f		f. Courier Receipts used to document the transfer of packaged classified material to an official courier or other authorized person. (Office of Logistics is the office of record.)			TEMPORARY. Destroy when 3 months old.
30-76 Items 4d & e		g. Logs (Form 311) used to account for classified and unclassified information. Filed chronologically.			TEMPORARY. Destroy 1 year after cutoff. Cut off at end of each calendar year, hold in current files area for 1 year, then destroy. (Complies with GRS 12-6a)
NEW		h. Registered, certified, and special delivery mail including receipts and return receipts.			TEMPORARY. Destroy when 1 year old. (Complies with GRS 12-5a)

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
NEW	13	i. Request for OS Mailing, Form 1637. (Office of Security is the office of record.)			TEMPORARY. Destroy when 3 months old or no longer needed, whichever is sooner.
30-76 Item 4c		j. Control, finding, and maintenance records. Master indices or separate TS document collection used with official file systems for location and cross-reference purposes. Includes Form 238.			Hold or destroy in accordance with approved Agency disposition instructions for the corresponding files, or for the appropriate Items 13a through 13i above, whichever is longer. Review annually.
NEW	14	<u>Financial Accounting Files.</u>			
		a. Expenditures accounting files. Maintained by components responsible for expenditures accounting, pertaining to their internal operations and administration. Include copies of ledgers, journals, vouchers, and documentation supporting the expenditure of funds allotted. (Office of Finance is the office of record.)			TEMPORARY. Destroy when 2 years old. (Complies with GRS 7-1)
		b. Representation allowances files. Copies of authorizations for expenditures which are submitted by DDO components for approval. Files contain schedules of approved allowances, copies of dispatches, and memos with station reports on expenditures. Filed by station or base within each divisional breakdown.			
		(1) Copies of letters of authorization, retained by the Special Support Assistant to the DDA (SSA/DDA).			TEMPORARY. Destroy when no longer needed.
		(2) Basic folder containing consolidated end of fiscal year expense reports prepared by the Office of Finance and submitted to the DDO through the SSA/DDA. Report returned from DDO divisions and held by the SSA/DDA for any corrective action or follow up.			TEMPORARY. Destroy 6 years after cutoff. Cut off at end of each calendar year, hold in current files area for 6 years, then destroy.

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OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION  SECRET	VOLUME	DISPOSITION INSTRUCTIONS
NEW	15	d. Stock Record Card, Form 1331.			TEMPORARY. Destroy 6 months after audit.
NEW		e. Property passes authorizing removal of property or materials. Includes Forms 7 and 3868.			TEMPORARY. Destroy 3 months after expiration or revocation. (Complies with GRS 18-13)
NEW		f. Equipment inventory files.			TEMPORARY. Destroy 2 years after date of survey action or posting. (Complies with GRS 3-10c)
	16	<u>Chronological Files.</u>  Duplicates of correspondence retained as a ready reference. Filed chronologically. Subject file copy is the record copy. (Nonrecord)			
30-76 Item 1c		a. Office level and above.			TEMPORARY. Destroy no later than 2 years after cutoff. Cut off at end of each calendar year, hold in current files area for up to 2 years, then destroy.
		b. Below Office level.			TEMPORARY. Destroy no later than 1 year after cutoff. Cut off at end of each calendar year, hold in current files area for up to 1 year, then destroy.
30-76 Items 6, 13, 40, & 54	17	<u>Reference Files.</u>  Publications, catalogs, textbooks, maps, films, newspapers, periodicals, books, directories, manuals, brochures, card indices, and other types of material used by components in connection with the performance of their duties and responsibilities purely for reference, research, or background relative to their special interests. (Nonrecord)			TEMPORARY. Destroy when superseded, obsolete, or no longer needed. Review holdings annually. Offer unique items to the Agency Library, History Staff, or the Library of Congress.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION  SECRET	VOLUME	DISPOSITION INSTRUCTIONS
30-76 Items 3 & 13	18	<u>Working Files.</u>  a. Working papers on finished or unfinished programs, projects, reports, and duplicates of documents and miscellaneous papers not covered elsewhere in this schedule. Maintained at various levels and locations to facilitate daily operations.  b. Copies of working papers and other job related papers, held for personnel on detail duty to other Agency components or on TDY or PCS. (See Item 9i of this schedule for personal "hold" files.)			TEMPORARY. Screen annually. File substantive documents in the appropriate official file. Destroy duplicates and transitory information.
NEW					TEMPORARY. Transfer to AARC for 3 years, then destroy.
NEW	19	<u>Liaison Files.</u>  Documenting officially assigned liaison authority with Federal agencies and other domestic and foreign organizations. Files contain relationships, agreements, responsibilities, clearance data, and certifications. Used to coordinate Agency position and prepare decision papers.		0/0	PERMANENT. Cut off at end of each calendar year. Transfer to AARC when no longer needed in current files area.
NEW	20	<u>Freedom of Information Act, Privacy Act, and Executive Order Declassification Files.</u>  Freedom of Information Act/Privacy Act/Executive Order Mandatory Review for Declassification (FOIA/PA/EO) files. (The record series custodian is the office of record for the record copies of requested or amended records. Information and Privacy Division, Office of Information Services (IPD/OIS), is the office of record for FOIA/PA/EO program and request processing records.)			

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION  SECRET	VOLUME	DISPOSITION INSTRUCTIONS
	20	<p>a. FOIA/PA/EO requested records. Record copies of records requested under FOIA/PA or the Mandatory Review for Declassification provisions of Executive Order 12356 and predecessor Executive orders. (NOTE: There are two possible stages involved in responding to FOIA/PA/EO requests--initial request and appeal. FOIA/PA requests also may involve litigation. At the appeal stage, components are required to furnish to IPD a full text duplicate of the record copy of requested documents in addition to any sanitized version proposed for release. Components also may furnish a full text duplicate of the record copy to IPD at the initial request stage if they desire. All full text and sanitized copies received by IPD are maintained in accordance with FOIA/PA/EO and other legal requirements under the OIS records control schedule. Therefore, if a component furnishes to IPD a full text duplicate of a requested record, the component's records disposition responsibility is limited to the normal records control schedule item covering the record copy. If, however, the component elects not to provide a full text duplicate to IPD, the component must retain the record copy (or a duplicate) in accordance with this item.)</p> <p>(1) When granting access to all the requested records and information or when responding to requests for information believed to be non-existent, to requesters who provide descriptions believed to be inadequate, or to requesters who fail to pay Agency fees.</p>			<p>Hold or destroy in accordance with approved Agency disposition instructions for the records, or in accordance with Items 20a(1) through 20a(3) below, whichever is later. (Complies with GRS 14-16b, GRS 14-25b)</p>



OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION  SECRET	VOLUME	DISPOSITION INSTRUCTIONS
	20a (1)	<p>(a) Requests <u>not</u> appealed.</p> <p>(b) Requests appealed (including appeal on adequacy of search).</p> <p>(2) When denying access to all or part of the requested records or information.</p> <p>(a) Requests <u>not</u> appealed.</p> <p>(b) Requests appealed.</p> <p>(3) When responding to PA requests for information from requesters who do not provide sufficient personal identification.</p> <p>b. FOIA/PA/EO sanitized records. Record copies of the sanitized version of records disclosed to an FOIA/PA/EO requester with portions deleted, including justification for the deletions.</p>	SECRET		<p>Destroy 2 years after date of final Agency reply. (Complies with GRS 14-16a(1), GRS 14-16a(2)(a), GRS 14-25a(1), GRS 14-25a(2)(a))</p> <p>Destroy 10 years after final action by the Agency or final adjudication by the courts, whichever is later. (Deviates from GRS 14-16a(2)(b), GRS 14-25a(2)(b))</p> <p>Destroy 5 years after date of final Agency reply. (Complies with GRS 14-16a(3)(a), GRS 14-25a(3)(a))</p> <p>Destroy 10 years after final action by the Agency or final adjudication by the courts, whichever is later. (Deviates from GRS 14-16a(3)(b), GRS 14-25a(3)(b))</p> <p>Destroy 3 months after Agency request for proof of identity, provided requester has not responded.</p> <p>Hold or destroy in accordance with Item 20a(2) above, or destroy when superseded by a more complete disclosure, whichever is sooner.</p>

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
	20	<p>c. PA amended records. Record copies of records that an individual requests be amended under the Privacy Act, including justification for any Agency refusal to amend a record, and including the individual's statement of disagreement with Agency refusal to amend the record.</p> <p>d. PA disclosure accounting records. Records maintained under the Privacy Act for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency showing the subject individual's name, the requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.</p> <p>e. FOIA/PA/EO administrative files. Duplicates of records relating to general Agency implementation of FOIA/PA/EO, including notices, memorandums, routine correspondence, requests, responses, and related records.</p>			<p>Hold or destroy in accordance with approved Agency disposition instructions for the records, or destroy 10 years after final adjudication by the courts, whichever is later, or destroy when superseded by amended version. Before destroying superseded information, extract any data that must be held in a non-personal-identifier-retrieved file to comply with financial or other official requirements. (Deviates from GRS 14-26)</p> <p>Hold or destroy in accordance with approved Agency disposition instructions for the related subject individual's records, or destroy 5 years after the disclosure for which the accounting was made, whichever is later. (Complies with GRS 14-27)</p> <p>TEMPORARY. Destroy when 2 years old or when no longer needed for administrative use, whichever is sooner. (Complies with GRS 14-20, GRS 14-30)</p>

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION  SECRET	VOLUME	DISPOSITION INSTRUCTIONS
30-76 Item 11	21	<u>Project Files.</u>  Agency programs and projects which require review, concurrence, approval, or contribution by the Office of the DDA (O/DDA). Filed alphabetically by program or project name and consist of requirements, approvals, briefing papers, reports, correspondence, memoranda, and other supporting data. These programs or projects are initiated either by O/DDA or by other Agency components and forwarded to O/DDA for one or more of the actions cited above.  a. Projects or programs initiated by O/DDA. (O/DDA is the office of record.) (1952 to present)  b. Projects or programs initiated by components other than O/DDA. (Initiating component is the office of record.)		28/.5	PERMANENT. Transfer to AARC when project or program is completed. Files may be transferred incrementally.  Return to initiating component when no longer needed by O/DDA.
NEW	22	<u>Safety Staff Installation Files.</u>  Survey reports, technical inspection reports, correspondence, and photographs, regarding safety at domestic, domestic field, and foreign areas, buildings, stations, and bases. (C)			TEMPORARY. Destroy 4 years after cutoff. Cut off when facility closes or material is no longer needed on a current basis, hold in current files area for 2 years, transfer to AARC for 2 years, then destroy. (Deviates from GRS 18-10, GRS 18-11)
NEW	23	<u>Environmental Condition Files.</u>  Files documenting hazards found during surveys and reviews of offices and installations. Include information on noise, smoke, chemicals, and other forms of hazards found in the working environment. Filed by hazard.			TEMPORARY. Destroy 4 years after cutoff. Cut off when no longer needed on a current basis, hold in current files area for 2 years, transfer to AARC for 2 years, then destroy. (Deviates from GRS 18-10, GRS 18-11)

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION  SECRET	VOLUME	DISPOSITION INSTRUCTIONS
31-76 Item 71	24	<u>Accident and Injury Files.</u>  Records of accidents, fires, and employee injuries, maintained for statistical purposes. Consist of copies of Forms CA-1, 2652, 2652a, and 379, as well as dispatches and cables. Records are filed primarily alphabetically.			TEMPORARY. Destroy 5 years after cutoff. Cut off at end of each calendar year, hold in current files area for 5 years, then destroy.

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
30-76 Item 14b		<u>DISCONTINUED AND TRANSFERRED FILE SERIES.</u>  <u>Special Projects (Air) Administrative Reports.</u>  File series discontinued. Files destroyed.			
30-76 Item 14c		<u>Completed Histories of Air America.</u>  File series transferred to History Staff. See Records Control Schedule 10-83.			
30-76 Item 23		<u>Returnee/Departee Reports.</u>  Files series discontinued. Files destroyed.			
30-76 Item 27		<u>Privacy Act Program Files.</u>  Files transferred to the Office of Information Services. See Records Control Schedule 34-83.			
30-76 Item 28		<u>Freedom of Information (FOIA) Administrative File.</u>  Files transferred to the Office of Information Services. See Records Control Schedule 34-83.			
30-76 Item 29		<u>Programs/Reports Files.</u>  Files transferred to the Office of Information Services. See Records Control Schedule 34-83.			

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION SECRET	VOLUME	DISPOSITION INSTRUCTIONS
30-76 Item 30		<u>Freedom of Information Act (FOIA) Records.</u>  Files transferred to the Office of Information Services. See Records Control Schedule 34-83.			
30-76 Item 33		<u>Privacy Act (PA) Records.</u>  Files transferred to the Office of Information Services. See Records Control Schedule 34-83.			
30-76 Item 36		<u>Executive Order Declassification Records.</u>  Files transferred to the Office of Information Services. See Records Control Schedule 34-83.			
30-76 Item 37		<u>FOI &amp; Privacy Staff Chrono Files.</u>  Files transferred to the Office of Information Services. See Records Control Schedule 34-83.			
30-76 Item 38		<u>Studies in Intelligence Files.</u>  Files transferred to the Office of Training and Education. See Records Control Schedule 11-83.			
30-76 Item 41		<u>Unfinished Historical Reports.</u>  Files transferred to History Staff. See Records Control Schedule 10-83.			
30-76 Item 42		<u>CIA Historical Source Files.</u>  Files transferred to History Staff. See Records control Schedule 10-83.			

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION  SECRET	VOLUME	DISPOSITION INSTRUCTIONS
30-76 Item 43		<u>Agency Directives Program Case Files.</u>  Files transferred to the Office of Information Services. See Records Control Schedule 34-83.			
30-76 Item 44		<u>Issuances Index File.</u>  Files transferred to the Office of Information Services. See Records Control Schedule 34-83.			
30-76 Item 45		<u>Publications Control Card.</u>  Files transferred to the Office of Information Services. See Records Control Schedule 34-83.			
30-76 Item 46		<u>Distribution Control Card.</u>  Files transferred to the Office of Information Services. See Records Control Schedule 34-83.			
30-76 Item 47		<u>Agency Form, Reports, and Micrographics Management Program Case Files.</u>  Files transferred to the Office of Information Services. See Records Control Schedule 34-83.			
30-76 Item 48		<u>Disposition Management Program Files.</u>  Files transferred to the Office of Information Services. See Records Control Schedule 34-83.			

OLD SCHEDULE AND ITEM NO(S).	NEW ITEM NO.	FILES IDENTIFICATION	CLASSIFICATION  SECRET	VOLUME	DISPOSITION INSTRUCTIONS
30-76 Item 49		<u>Vital Records Schedules.</u>  Files transferred to the Office of Information Services. See Records Control Schedule 34-83.			
30-76 Item 50		<u>Agency Archives and Records Center Maintenance Records.</u>  Files transferred to the Office of Information Services. See Records Control Schedule 34-83.			
30-76 Item 52		<u>Statistical Files.</u>  Files transferred to the Office of Information Services. See Records Control Schedule 34-83.			